

BULLETIN – PLEASE POST**INTERNAL/EXTERNAL**

TO: All Staff, Placement Agencies, and Colleges
FROM: Betty Savage, Assistant Superintendent of Human Resources
DATE: July 21, 2008
RE: **Middle School Principalship**

Muskegon Public Schools currently has an opening for a Middle School Principal with the initial placement at Bunker Middle School.

The Middle School Principal's primary responsibility is leadership for academic excellence in an urban middle school. Effective teaching and learning, innovation, reform, and high expectations for student achievement are an ongoing commitment. It is critical that the leader is knowledgeable about and sensitive to diversity. The successful candidate will show evidence of: personal commitment that all students can learn; effective supervision of instructional programs; an understanding of and sensitivity to minority cultures; an ability to analyze instructional needs, develop and assist in implementation of a school improvement plan; and ability to work cooperatively with a school community – teachers, students, and parents. The successful candidate must also show a commitment to involve others in decision-making.

Duties & Responsibilities:

1. Administers the general policies, procedures, and programs of the system as they apply to his/her school.
2. Serves as the instructional leader for the building.
3. Guides and coordinates the use of the school facility by all school personnel and outside agencies.
4. Participates in the determination of building needs in regard to programs and curriculum.
5. Assumes the overall responsibility for the conduct and discipline of pupils and maintains appropriate documentation.
6. Provides an environment, which will ensure the health, safety and well being of both students and staff.
7. Sets the tone for the school and establishes an atmosphere which is orderly, friendly, conducive to good teaching and learning.
8. Promotes positive staff communications.

Qualifications:

1. Master's Degree required
2. Current Teaching Certificate
3. Must have a minimum of (6) six years teaching experience
4. Some experience at the middle school level
5. Demonstrated leadership abilities

All candidates should submit a formal application which, will include:

1. A cover letter stating your interest.
2. A current resume listing experience, qualifications plus other relevant information.
3. A (one) page essay describing your goals as a principal.

To the attention of:

Betty Savage, Assistant Superintendent of Human Resources
Muskegon Public Schools
349 W. Webster Ave.
Muskegon, MI 49440

Posting open until filled
Initial interviews will be August 6, 2008